

**MINUTES FOR
PROJECT ENGINEERS MEETING
Monday, January 27, 2003
11:00 AM, Conference Room 'C'**

1. CADD and PC Update Randy Bissette
We are still getting in new work stations a few at a time. We hope to get enough to replace all of our old machines. Please archive your old CADD files as soon as possible because space is running low. Any cancelled BSIP classes will be rescheduled.

2. Reorganization Greg Perfetti
Please refer to the handout of the revised organizational chart. Several concerns by the Project Engineers/Squad Leaders such as difficulty in filling vacant positions, lack of plan checking capability, and unbalanced work groups resulted in the proposed changes in the Unit. The target date for these changes to be implemented is April 1, 2003.

As shown on the revised organizational chart the two existing squads will be merged into one large project group. The two squad leaders will be referred to as "Project Team Leaders." The concept of this system involves the team leaders' selection of their project team for various assignments from this pool of employees at various levels to match the complexity or urgency of the project schedule.

There will be one TE II (Tech. Type) position in each project group. This position will be responsible for all final plan review for that project group. Plans will no longer receive a detailed final review in Paul Garrett's group, however, the final plans, special provisions, and estimate will still be turned in to him. TE II positions previously assigned to Paul will be reassigned to production project groups and other positions upgraded to TE II for a total of eight. This will also provide more opportunity for an extended career path for technicians.

There will be some changes in job responsibilities. These will have to be worked out in the next couple of months. We are asking for your input. Project Engineers and Squad Leaders should discuss these proposed changes and offer comments within the next two weeks.

3. Personnel Issues Darlene Yarborough
The OSP has issued an interpretation of the Adverse Weather Policy for the ice storm that occurred on December 5, 2002. This is for the power outage that lasted all day. If time was charged to annual leave by your employees please work it out with them on an individual basis by giving them comp time for the time taken.

If you have an employee leaving the State make sure adverse weather time has been made up or charged to annual leave. Turn in Adverse Weather time sheets after all time has been made up and signed by the supervisor.

Vacation and Sick Leave Reports will no longer be distributed due to exposure of employee names and social security numbers. If you need specific information regarding leave balances see Yulonda or Darlene. Please double check time sheets for errors before turning them in. Corrections will take time if these are not caught prior to entering them into the system.

- 4. Design Build Geology.....Ricky Keith
We are in the process of working out the procedure for providing geology sketches for Design/Build projects. If any of the projects that you are assigned are designated as Design/Build projects you may be asked to provide geology sketches so that borings may be obtained early in the process. If you don't have information on new bent locations or even structure locations just provide the best information that is available at the time to help geology locate the areas to be investigated.
- 5. BSIP Training ClassesRicky Keith
It is very important that you attend the BSIP training that is scheduled for you. Only Project Engineers and Squad Leaders will be asked to attend and Randy has eliminated those classes that he felt were unnecessary. If you are unable to attend due to illness, etc. please contact Randy, if possible, and let him know. Please continue to cooperate with Randy in getting this training accomplished.